

## The Kentucky State Board for Proprietary Education

### \*Special Meeting\*

July 14, 2011

A special meeting of the Kentucky State Board for Proprietary Education was conducted on July 14, 2011 at the Office of Occupations and Professions, in Frankfort, Kentucky.

<p><b><u>Members Present</u></b> Bill Johnson, Chair Jan Gordon Alison Cuentas David Keene Glen Wilham</p> <p><b><u>Members Absent</u></b> Vivian Nash Gunvant Shah Mike Powers Lois Weaver</p>	<p><b><u>Occupations and Professions Personnel</u></b> Lindsey Lane, Board Administrator Shannon Tivitt, Executive Director Jeremy Horton, Deputy Executive Director</p> <p><b><u>Others</u></b> Brenda Allen, General Counsel Tom Barron, Board Investigator</p>
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The Board did not have a quorum for its Special Meeting so Chairman Johnson began discussion on the agenda at 10:22 am.

#### **Discussion regarding possible future legislation roundtable**

Ms. Tivitt asked the Board if they would be willing to participate in a roundtable discussion over future legislation with the Council on Post Secondary Education, the Legislative Research Commission, and the Kentucky Association of Career Colleges and Schools. Since the Board was asked at the recent Interim Joint Committee Hearing for suggestions and recommendations on legislation, Ms. Tivitt feels this is the Boards opportunity to express their concern in current legislation or possible future legislation that has been presented to the Board in the past. Ms. Gordon asked if maybe the Board should begin working with the Council on Post Secondary Education on a common ground and share ideas and suggestions before meeting with a wider

panel. Ms. Tivitt mentioned possibly meeting with the Council's Legislative Liason. Mr. Keene spoke about his meeting with Representative Meeks in February and explained a lot of responsibility will be placed on the Board to make these changes within and offering suggestions and ways to protect the students. Ms. Tivitt offered to look into what the Council on Post Secondary Education and LRC are thinking as far as a plan and strategy to begin work.

### **Discussion of Audit Recommendations**

Ms. Tivitt began discussing recommendations and that this document is a draft working document that the Board will only use and work with in meetings. Dr. Barron asked what kind of time frame the Board has to correct some of the recommendations. Ms. Tivitt informed the Board there has only been a sixty day status report that has been fulfilled. One of the recommendations for the Board was to form a new member orientation to better inform new members on policies and procedures of the Board. Ms. Tivitt is going to form a document for a New Member Orientation for the Board to review. The Board will hold a work session each September when new members are appointed and go over any issues regarding regulations or Board policies that need to be addressed.

For more accurate and detailed meeting minutes Ms. Tivitt informed the Board they should begin to record all meetings. This will help the Administrator deliver a more accurate log of minutes with more detailed information.

Ms. Tivitt informed the Board she will be working with the Office of Occupations and Professions staff on an Operations Manual that each Administrator will following ensuring the office is using a more uniform approach when handling administrative services for all twenty three boards. By making the manual an action that the office will take that covers several recommendations from the Auditor's Office.

Ms. Tivitt explained she's currently working with Public Protection staff on a new Memorandum of Agreement between the Board and the Office of Occupations and Professions. Once completed Ms. Tivitt will bring the draft to the Board for their review.

The Board is looking to schedule a work session for the month of September. During this work session they will review and revise existing Regulations and Statutes. The Board will also look to add random inspections to their Laws ensuring better student protection with licensed schools.

An Audit Committee was formed to begin working on all recommendations and making a corrective action plan. The Committee will consist of the following members:

David Keene

Mike Powers

Brenda Allen – Board Counsel

Shannon Tivitt – Executive Director

**Discussion/Status of Decker College (Student Protection Claims)**

Ms. Tivitt gave an informational packet to each member present on where these students claims currently stood. Several have submitted additional information regarding their claim while several others were sent to bad addresses. Ms. Allen informed the Board that she's looking into a way to obtain more current addresses for some of these individuals but she'd like the Board to go ahead and make decisions on the ones that are complete. Ms. Allen would also like the Board to review the Student Protection Fund regulations at their work session and make these a little more detailed on how the process works.

**Adjournment**

Since there was not a quorum Chairman Johnson excused the members present once all items on the agenda had been addressed. The Board will hold their regular monthly meeting on Friday, July 15, 2011 at 10:00am.